

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** June 4, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
**SUBJECT: UPDATE TO FIXED ASSET CONTROL AND TRACKING SYSTEM
(F.A.C.T.S.) MANUAL**

The (F.A.C.T.S) policy and procedures manual has been updated. The new manual has been posted to the Office of Accounts and Control web page entitled "Policies and Procedures."

A training session for purpose of reviewing these policies and procedures and answering any questions concerning fixed assets has been scheduled as follows. Please insure that the appropriate fiscal and property/facilities staffs attend.

DATE: Monday, July 7, 2003
TIME: 8:30 AM to 12:00 NOON
LOCATION: Regan Building
Arnold Conference Center
Cranston, RI

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CFO:03-54